

**Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Office of Grants & Research**

**Availability of Grant Funds (AGF)
2013 Senator Charles E. Shannon Jr. Community Safety Initiative**

Program Overview

The Executive Office of Public Safety and Security's (EOPSS) Office of Grants & Research (OGR) is responsible for administering the Senator Charles E. Shannon Jr., Community Safety Initiative (Shannon CSI) Grant Program. The Shannon CSI Grant Program is authorized by Chapter 139 of the Massachusetts Acts of 2012, An Act Making Appropriations for the Fiscal Year 2013.

The Shannon CSI Grant Program incorporates the key elements of the Office of Juvenile Justice and Delinquency Prevention Comprehensive Gang Model.¹ Grant funding, oversight, and technical assistance supports regional and multi-disciplinary approaches to combat gang and youth violence through coordinated prevention and intervention, law enforcement, prosecution, and reintegration programs.

Contents of this AGF

I. Important Highlights.....	1
II. Grant Compliance Details	2
III. Application Process	4
IV. Notification of Awards.....	8
V. Proposal Checklist.....	8

I. Important Highlights

Key Dates

AGF Posted: October 9, 2012

Bidder's Conference Webinar²: October 23, 2012

Letter of Intent³ Due: November 1, 2012

Proposals Due: November 15, 2012

Award Announcements Anticipated: On or about December 10, 2012.

Anticipated Grant Period: January 1, 2013 through December 31, 2013.

Funding Overview

EOPSS expects to award \$6.15 million as a result of this AGF.

Preference will be given to applications that (1) propose programs that target geographical areas with demonstrated high levels of youth violence, gang problems, and substance abuse, (2) demonstrate a commitment to regional, multi-jurisdictional strategies, (3) outline a comprehensive plan to work with multi-disciplinary partners, (4) provide a written commitment to grant funds with a 25% contribution from public or private sources, and (5) identify a local government unit to serve as the fiscal agent.

¹ For more information on the OJJDP Comprehensive Gang Model, see:
<http://www.nationalgangcenter.gov/Comprehensive-Gang-Model>

² Parties wishing to participate in the Bidders Conference Webinar must complete a registration form that will be available on-line at www.mass.gov/safety/shannon. Registration forms should be emailed to James Stark at james.stark@state.ma.us.

³ A Letter of Intent template will be available on-line at www.mass.gov/safety/shannon. All applicants **must** submit a Letter of Intent.

EOPSS encourages applications that represent a collaborative effort within a municipality or region. For each application, EOPSS encourages a municipal entity to serve as the lead applicant and fiscal agent. EOPSS encourages sign-off by the municipal CEO (mayor, city manager, town administrator, etc.) to demonstrate executive leadership and commitment to the collaborative effort. Funds may be distributed to project partners by the lead fiscal agent. Project partners in the multi-disciplinary team may include municipal and state law enforcement agencies,⁴ non-profit community based organizations, and other government agencies including but not limited to: District Attorneys' Offices, Probation, Parole, Department of Youth Services, and Sheriffs' Offices.

Multiple municipalities may apply together as a regional collaborative group, with one municipality serving as the lead applicant and as the fiscal agent for the group.

Applicant Eligibility

The 2013 Shannon CSI Grant is a modified competitive grant program. Applicants that received a Shannon CSI award in 2012 are eligible to apply for up to 125% of their FY 2012 award amount. Applicants that did not receive a Shannon CSI award in 2012 are eligible to apply up to a maximum of \$100,000. EOPSS may award full funding, partial funding, or no funding.

II. Grant Compliance Details

Fund Disbursement. Details about the fund disbursement process will be provided at the time awards are made.

Project Duration. Applicants should apply for one year of funding. The anticipated funding cycle for projects will begin on **January 1, 2013 and end December 31, 2013.**

Subgrantee Requirements. Subrecipients must abide by the grant requirements below as well as all OGR Subrecipient Grant Conditions to be provided at the time of contracting.

1. Grants Management

- Submission of satisfactory and timely quarterly progress reports and quarterly financial reports.
- Cooperation during OGR monitoring endeavors, including site visits, desk reviews, attendance of technical assistance meetings and compliance with survey response questionnaires.
- All costs paid with grant funds must be direct and specific to the implementation of the Shannon CSI-funded project.
- In-state travel costs associated with the Shannon CSI funds shall include mileage rates not in excess of \$0.45 per mile, actual tolls, or actual parking. No grant funds may be spent for out-of-state conference fees, out-of-state travel, or out-of-state lodging without prior written approval from OGR.
- No grant funds may be spent for food or beverages.
- No more than 3% of the total grant amount requested may be for administration of the program.
- No consultant or trainer may be paid more than \$450 for an eight-hour work day or \$56.25/hour without the prior written approval from OGR. Requests for a waiver of this requirement with documented justification must be made in writing at the time of application.

⁴ State Police may be part of your multi-disciplinary team, however, they cannot be awarded funds from the Shannon CSI.

2. Procurement

- Subrecipients choosing to further subgrant to an implementing agency or an independent contractor, all or any part of the amount of the Shannon CSI grant award, shall include the provisions of the OGR standard subgrant conditions and enter into a written contract or memorandum of understanding (MOU) with the implementing agency or independent contractor. A copy of the contract or MOU must be submitted to OGR for the subrecipient grant folder once an award is made. *For the grant application, submit a letter of collaboration signed by the parties that explains the relationship of the agencies that will enter into a formal MOU if awarded.*
- Procurement of services, equipment, and supplies must follow M.G.L. Ch. 30B for local units of government and non-profit entities and Operational Services Division (OSD) Purchasing Guide for state agencies. Local units of government must ensure that subcontracts with private organizations have provisions ensuring any goods and services provided by the subcontractor are consistent with M.G.L. Ch. 30B procedures.

3. Other Requirements

- OGR sub-grant conditions must be signed and dated if an award is made.
- Shannon CSI sites must maintain a steering committee to ensure community collaboration, consistent information sharing, oversight, and direction for the Shannon Grant award. The steering committee should represent the spectrum of organizations involved and the diversity of your Shannon collaborative. Steering Committee by-laws should be provided to EOPSS at the commencement of each sites grant award. For guidance and more information on the role of a steering committee, please see DOJ OJJDP Best Practices <http://www.ncjrs.gov/pdffiles1/ojjdp/222799.pdf>.
- Shannon CSI sites must identify a program director. A program director shall be appointed or hired to oversee the project at each site and serve as the point of contact for the program partners and the EOPSS. The program director's role and responsibilities should be provided to EOPSS at the commencement of each sites grant award. The program director is required to facilitate statewide gang survey distribution to grant partner agencies that will assist EOPSS in further understanding the youth violence and gang problem in the state. For guidance and more information of the role of program director, please see the DOJ OJJDP Best Practices <http://www.ncjrs.gov/pdffiles1/ojjdp/222799.pdf>
- The Shannon CSI program director shall distribute a list of agencies funded, and how much the agencies receive in funding to the steering committee. The Shannon CSI program director shall all also distribute the site quarterly programmatic report and each individual funded agency's quarterly programmatic report to the steering committee.
- All police departments receiving Shannon CSI funding *a) must contribute daily crime data to the Commonwealth of Massachusetts Fusion Center's Coplink, and b) must report their crime data on at least a monthly basis to the Crime Reporting Unit of the Massachusetts State Police.* Agencies which have record management systems which are capable of generating NIBRS data must submit crime data to the Crime Reporting Unit only in this format.
- If the awarded Shannon CSI site has a Local Action Research Partner (LARP), the program director must provide the LARP with the site quarterly programmatic report and each individual funded agency's quarterly programmatic report, and provide them an opportunity to participate in the steering committee meetings.
- It is the responsibility of the sub-recipient to report alleged Waste, Fraud or Abuse including any alleged violations, serious irregularities, sensitive issues or overt or covert acts involving the use of public funds in a manner not consistent with related laws and regulations,

appropriate guidelines for purposes of the grant. Reports should be made to the Offices of the Massachusetts Inspector General or State Auditor.

Office of the Inspector General
John W. McCormack State Office Building
One Ashburton Place, Room 1311
Boston, MA 02108
800-322-1323
MA_OIG@maoig.net

Office of the State Auditor
Massachusetts State House, Room 230
Boston, MA 02133
Boston, MA 02133
617-727-2075
Auditor@SAO.state.ma.us

III. Application Process

This section describes: (A) specific information on the required sections for a proposal, (B) submission process and deadline, and (C) the proposal review process.

(A) Application Instructions, Required Sections, and Optional Section

To provide OGR the best opportunity to fairly evaluate all requests for funding, applicants are encouraged to be clear and concise in their proposals. EOPSS will hold a bidder's conference webinar for parties interesting in learning more about the 2013 Shannon CSI grant process on October 23, 2012.

Instructions:

- Binder or paper clipped (please do not staple proposal or attachments);
- Typed, single-spaced in 12-point font with one-inch margins.

Required Sections – All applications must include the following sections:

1. Cover Page. Please complete all sections of *Attachment A*. The application will be invalid unless an authorized official from the applicant agency has signed and dated cover page 1. The form must be signed and dated in [blue ink](#).

2. Program Narrative (maximum 10 pages) number the pages 1-10 and mark the narrative *Attachment B*. The narrative is comprised of two sections, the Statement of the Problem/Needs Assessment and Proposed Strategy.

a. Statement of the Problem/Needs Assessment (3 page limit)

This section should describe the problem and the need for the proposed project. Please address the following:

- The nature and extent of the current gang/youth violence problem and how this has evolved in the past year. Applicants should present statistical evidence related to the specific issues for its community and partners if applicable and how that data relates to your community's youth violence problem. Sources or methods used for assessing the problem should also be described.
- The target population using specific demographic and other data where possible. Include complete references.
- Gaps in services that have been identified by your collaborations work with the target population (i.e., lack of programmatic capacity and/or youth that may be falling through the cracks).
- For applicants that received 2012 Shannon CSI funding - describe how Shannon CSI site activities and collaborations have addressed your gang/youth violence problem in the past.

b. Proposed Strategy (7 page limit)

This section should describe the approach and planned activities for the grant funds that will address the priority problem(s) and gaps in services as identified in the previous section. Applicants must

demonstrate a comprehensive, multi-disciplinary approach and, where possible, draw from research and “best practices.”⁵ Please address the following:

- Identify how your site will identify community resources and potential collaborations your site will use to address the gang/youth violence problems and gaps in services you identified in the previous section.
- Identify and describe the programs and activities your site will implement and the outcomes you wish to achieve during this grant cycle with Shannon CSI funds.
 - ▶ For each city that receives Shannon CSI funding and receives funding through federal or state grant programs to support a collaborative youth violence prevention strategy, identify:
 - a) How resources funded through the Shannon CSI grant will differentiate from resources provided by the other state or federal grant programs.
 - b) How programming offered through those grants interact with, enhance, or complement programming delivered through Shannon CSI.
- Describe the effectiveness of programs and activities funded previously through Shannon CSI, and how this year’s award will continue, compliment or change the scope of services offered.
- Provide a brief description of how your site could potentially sustain your gang/youth violence strategies programmatically and financially in the future.
- Where possible, support your programs/activities with statistical or other factual information, data from evaluations, or relevant literature.

3. Budget Excel Worksheet (Budget Roll Up and Detail), marked *Attachment C* (standard format will be available at www.mass.gov/safety/shannon)

This section should outline the budget necessary to address your sites gang/youth violence problem and to implement your site’s proposed strategy. ***Applicants must submit a *twelve* month budget.**

Applicants must use the provided spreadsheet to document their proposed costs for each category of activity. For each agency and municipality participating in the proposal, estimated costs must be identified.

Applicants are encouraged to balance the allocation of grant resources across the participating stakeholders. Please note that this is a recommendation and not a requirement, recognizing that there is no “one size fits all” approach and that local needs and priorities are paramount. This guidance is intended to encourage a balanced allocation of grant resources among the major areas of activity. For grant applications that devote more than 33% of total proposed spending to a single agency, please provide an explanation as to the decision-making process.

Allowable Cost Categories

- Direct **Salary** Costs.
- Direct **Fringe Benefit** Costs (based on actual costs or an established formula from the fiscal unit in your organization).
- Direct **Contract/Consultant** Costs
- Direct **Local Travel** Costs
- **Other** Direct Costs (identify each item specifically)

⁵ For more information on best practices and comprehensive, multi-disciplinary approaches please refer to the Resource Guide developed by EOPSS, available at www.mass.gov/safety/shannon and the DOJ OJJDP Best Practices at <http://www.ncjrs.gov/pdffiles1/ojjdp/222799.pdf>

Definitions of each budget cost category are provided below.

Allowable Budget Cost Categories	Definition
<i>Direct Salary Costs</i>	<ul style="list-style-type: none"> Full or part-time regular salaried employees working on the grant.
<i>Direct Fringe Benefit Costs</i>	<ul style="list-style-type: none"> Employer Fringe benefits requested to be paid by this grant, can be based on either: 1) actual known municipality paid costs for each benefit category, or 2) an established formula applied to the base salary numbers shown above broken out by the benefit category. Fringe benefits are for the personnel listed in budget category A and only for the percentage of time devoted to the project. You may also include employer paid payroll taxes here as a separate cost.
<i>Direct Contract/Consultants Costs</i>	<ul style="list-style-type: none"> Consultant or contractor fees. The maximum rate for consultants is \$450 for an eight hour day or \$56.25 per hour (excluding travel and subsistence costs). Any request for compensation over \$450 per day requires prior written approval by EOPSS. Contract salary, fringe benefit, indirect, travel, and other costs should follow instructions within direct salary, fringe benefit, indirect, travel and other costs.
<i>Direct Local Travel Costs</i>	<ul style="list-style-type: none"> Travel directly related to the purpose of the grant. In-state travel costs associated with the grant shall include mileage rates not in excess of \$0.45 per mile, as well as the actual costs of tolls and parking.
<i>Other Direct Costs</i>	<ul style="list-style-type: none"> Items (e.g., rent costs, telephone costs, reproduction costs, training material costs, grant administration costs).

3. Budget Narrative, marked Attachment D. A Budget Narrative must also be submitted to provide additional details for budget expenditures. The budget narrative should further indicate how each budget line items links to the applicant's proposed strategy. Activities and programs referenced in the proposed strategy should be outlined in the budget narrative in order to be considered for funding.

4. Additional Material (no more than 10 pages) OPTIONAL

Applicants may attach any additional material that may be helpful to reviewers, including but not limited to memoranda of understanding, cooperative agreements, or letters of support to demonstrate collaboration, press clippings or survey results that demonstrate community crime problems, etc. Applicants should be aware that evaluation will be based primarily on the information provided in the application, with additional material used only to clarify or augment points made in the application. Please note that additional material will not be returned.

(B) Submission Process and Deadline

Letters of intent and grant applications must be mailed or hand-delivered* to:

The Executive Office of Public Safety and Security
c/o James Stark
Office of Grants and Research
Ten Park Plaza, Suite 3720
Boston, MA 02116

For Information: call, 617-725-3301

ONE ORIGINAL and FOUR COPIES of the proposal **must be received no later than 5:00pm on Thursday, November 15, 2012.** Faxed or e-mailed proposals will **not** be accepted.

*** If you choose to hand deliver the proposal, please note that a valid form of identification is required to enter the Ten Park Plaza Office Building on the 2nd floor. Also, the building security staff will not allow entrance into the office areas after 5:00pm or accept grant applications on behalf of the Office of Grants and Research. No exceptions will be made.**

(C) Proposal Review Process

A team of reviewers shall qualitatively rate each site applying for funding by evaluating the application for comprehensiveness, appropriateness, feasibility, clarity, effectiveness, innovation, and responsiveness to the goals of the legislative authorization language, and the elements of the OJJDP Comprehensive Gang Strategy. Shannon CSI applications will be judged based on the elements below.

1. **Statistical evidence of youth violence and gang problems.** Given that the nature of the problems associated with youth violence and gang problems vary from community to community, each applicant should present statistical evidence related to the specific issues for its community and partners if applicable. Per the requirements of the legislation, EOPSS will make crime data, substance abuse data, and reentry data available on the EOPSS web site in October www.mass.gov/safety/shannon.
2. **Linkage of problem to the proposed strategy.** Applications will be judged based on how effectively the proposed strategy is linked to the identified problems, and whether your programmatic strategy is realistic and attainable.
3. **Level of collaboration.** Applications will be evaluated based on the degree to which the applicant (i.e., municipality) leverages the strengths of the many stakeholders in the community to reduce youth violence and/or gang problems. The strength of collaboration will be assessed, in part, by the diversity of stakeholders included as key project partners, their respective roles and responsibilities, and demonstrated formal partnerships (e.g., attachments such as Memoranda of Understanding).
4. **Evidence-based practices.** Applications will be judged based on the degree to which the proposed strategy reflects evidence-based practices and the recommended approaches from the research and evaluation literature. For more information please refer to the Resource Guide developed by EOPSS, available at www.mass.gov/safety/shannon and the United States Department of Justice (DOJ), Office of Juvenile Justice and Delinquency Prevention (OJJDP) *Best Practices to Address Community Gang Problems (Best Practices)*, available at <http://www.ncjrs.gov/pdffiles1/ojjdp/222799.pdf>.
5. **Comprehensive, multi-disciplinary approach.** From research and practice, it is understood that strategies to combat youth violence and gang problems that are comprehensive and multi-disciplinary are more successful than strategies implemented by singularly focused entities. For guidance on comprehensive, multi-disciplinary approaches, applicants should refer to the Resource Guide, available at www.mass.gov/safety/shannon or the DOJ OJJDP Best Practices at <http://www.ncjrs.gov/pdffiles1/ojjdp/222799.pdf>.
6. **Proposed budget and budget narrative** will be utilized by the EOPSS to examine the anticipated effectiveness of how applicants will spend Shannon CSI funds. Grantees will be expected to demonstrate how Shannon CSI funds will be used in collaboration with existing community resources to decrease youth violence and gang problems within their respective communities.

In addition to the above elements, EOPSS will rely upon standardized and established statistical sources (e.g., NIBRS crime data, Census, Juvenile Probation) to assess the relative need of applicants to ensure consistent assessment across communities and the quality of the applications. EOPSS will also consider the site's previous history with grant compliance and implementation of previous Shannon CSI gang/youth violence reduction strategy.

Funding recommendations will be made to the Secretary of Public Safety and Security, Mary Elizabeth Heffernan.

IV. Notification of Awards

All funding decisions are at the discretion of the Secretary of Public Safety and Security. It is anticipated that grant awards will be announced on or about December 10, 2012.

V. Proposal Check List (for your review)

Proposal Elements and Required Attachments

- ☐ Please use Binder or Paper Clips, no staples allowed;
- ☐ Attachment A - Grant Application Cover Page 1 signed and dated in blue ink and includes all required information: (**Attachment A**) **received no later than 5:00pm on Wednesday, November 14, 2012;**
- ☐ Attachment B - A complete Program Narrative (max 10 pages)
- ☐ Attachment C - 2013 completed Budget Excel Worksheet (both the **Roll Up and Detail sheets** must be included in your proposal)
- ☐ Attachment D - A Budget Narrative
- ☐ Attachment E - Contractor Authorized Signatory Listing Form